

MOHCD Organizational Capacity Building RFP  
Questions and Answers

Feb 23, 2023

This document contains MOHCD response to the questions submitted regarding MOHCD Organizational Capacity Building RFP from January 27 through February 17, 2023. The questions were collected during the webinar as well as those submitted via email. MOHCD may have modified or adjusted the questions for clarity.

	Question Submitted	MOHCD Response
1	If an organization is currently an MOHCD subgrantee through a fiscal sponsor, is said organization eligible to be a subgrantee for this 2023-24 grant through a fiscal sponsor? If so, how should the organization submit its response to the RFP?	The organization should be a grantee (direct or through fiscal sponsorship) for general organizational building. For the African American Community Stabilization (AACS) Capacity Building opportunity, any organization can apply but must meet the applicant qualifications.
2	Can you talk more about the Capacity Building types? Focused vs Developmental.	A capacity building project that is focused intervention addresses only one part of what the organization because the need is currently there, such as updating the organization's accounting system. However, an update of the organization's accounting system can also be a developmental intervention if this was identified as one of the many interventions the organization has identified in their organizational assessment.
3	When responding to the RFP, should we frame our needs according to the priorities and categories stated by Learning for Action?	It would be good to connect your organization's needs according to LFA's seven capacities.
4	If we don't have a current grant with MOHCD, how can we become eligible? How can we be a MOHCD grantee?	Generally, in order to become a MOHCD grantee, an organization must respond to a MOHCD issued RFP and be awarded a contract.
5	Does the grant include staff time to accomplish the work, or only the hard costs?	It may include staff time.
6	Is there an estimated number of grants that will be made in each funding area?	Based on the available funding amounts, we expect to award 5-7 projects for General Capacity Building and 20-25 for AACS Capacity Building.
7	Our organization is a fiscal sponsor and a MOHCD grantee. Is it possible for our agency to submit an application and for the fiscally sponsored org to also submit? i.e.. 2 separate proposals, 1 per organization.	Yes.
9	Does the grant proposal need to be new and/or innovative work, or can the funding support a continuous project/area of work?	Capacity building proposal can be new, innovative work, or continuous capacity building project aimed to address the operational structure of the nonprofit organization.
10	Can organizations who were funded in the previous year propose a new area of work, or do they have to propose follow-up work on their previous year's contract?	You are welcome to submit a proposal for new area of work or follow-up work.
11	Regarding capacity building, is the funding range only between \$25,000 to \$75,000 and not \$330,000?	Yes - the recommended funding range for each project as noted in the RFP is \$25,000 to \$75,000.
12	If an organization received a capacity building grant from MOHCD last year, does the proposed project need to be an extension of the original project or can it be something new?	You are welcome to submit a proposal for new area of work or follow-up work.
13	If a grantee is newly receiving funding from MOHCD for FY23-24 and just now signing contracts, are they eligible to apply for Capacity building?	Yes if your organization has been awarded a grant and are in negotiation with MOHCD.
14	Is the capacity building grant open to all diasporas or prioritizing/centering African American/Black serving organizations?	Please see program eligibilities in RFP. AACS Capacity Building Opportunity is limited to those organization primarily serving African America/Black communities as described in the RFP.

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16	For the African American Community Stabilization Capacity Building grant program, the RFP lists five high priority needs on page 3. However, these don't align perfectly with the priorities listed on page 5 (i.e., board development, leadership, etc.). Would strategic planning be allowable?	Strategic planning is a qualified capacity building project.
17	For clarity, can those not currently receiving MOHCD grants apply for the AACS Capacity Building funds?	Yes.
18	Can an organization apply for multiple areas of capacity building or do we have to choose only one of the areas?	Please choose one.
20	How competitive would a proposal be if we are proposing a capacity building project that is outside of the listed priorities in the General Capacity Building category?	We may consider proposals that are outside of the listed priorities if the proposals demonstrate the needs and the impact of the proposed projects are compelling and aligned with the overall intent of the RFP..
21	Since this is funded by persons with AIDS, not sure if this is appropriate for us? Thanks, Angie	Organizations that serve persons with AIDS are eligible to apply as long as the organization meets the applicant qualifications for either general capacity building or AACS Capacity Building.
22	Can funds be used for capital projects that enhance organizational capacity?	This RFP will not support capacity building for capital projects. Capacity building projects are aimed to address the operational structure of the nonprofit organization.
23	If we received funding for specific programs, could this grant be to supplement that grant/program especially for staffing and execution?	Capacity building funds will go beyond the program service and aimed to address the operational structure of the nonprofit organization.
24	With staff time covered, will flat-rate costs be considered or should we calculate it based off of an estimated number of hours?	It depends. If you include costs for staff on your payroll, it will be advisable to include costs based on estimated number of hours. Independent contractors might have flat rates for their services.
25	Are there specific non-allowable costs under these grants?	All costs identified in your budget must be directly related to the Capacity Building scope of work activities and the projects goals and deliverables.
26	Our population varies year to year. Our primary childcare site is in Bayview and our primary workforce and community health site is in Visitacion Valley/Sunnydale, both of which are in priority neighborhoods. But depending on how you count participants and focus areas for this grant, our client participation may or may not be at 50% African-American.	Please have the data to show when requested.
27	To be clear, for the AACS Capacity Building Grant, an organization that is currently subgrantee can apply directly for the grant and not necessarily through a fiscal agent.	For allowable and unallowable MOHCD costs, please click on MOHCD's Cost Categorization Guide: <a href="https://sfmohcd.org/sites/default/files/Cost%20Categorization%20Guide_0.pdf">https://sfmohcd.org/sites/default/files/Cost%20Categorization%20Guide_0.pdf</a>
28	Not sure if answered this question - Is strategic planning an allowable part for the RFP like a 5 year plan to go from capacity building funding to out right funding and so forth?	Capacity building funding is one-year. Capacity building funds can go towards the strategic planning of the 5-year plan and/or parts of an existing 5-year plan.
29	If an organization is on the delinquency list and is working towards clearing that up can they still apply for the funding if they are a grantee already?	This question is referring to the California Attorney General's Registry of Charitable Trusts. Current grantees are eligible to apply, but should continue to address their status for the State's registry of charitable trust. MOHCD cannot enter into new agreements with any nonprofit organization who is not in full compliance.
30	Is the General Capacity Building grant aimed at organizations with a particular organizational budget range? For instance, should an organization with a budget over \$7 million apply or is the funding intended for smaller organizations?	There is no organizational budget range requirement.

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31	What will be the reporting requirements?	Reporting requirements depend on your scope of work.
32	What are the requirements for if we include subcontractors over \$10,000? where can we find those?	Form H is a City form for TBD subcontractors over \$10,000. We can post it for your review. If you identify your subcontractor in your RFP then you will not need to complete Form -H. - <a href="https://sfmohcd.org/sites/default/files/Documents/MOCD/Community%20Development%20Forms%20%26%20Documents/Form%20H%20-%20Subcontracts%20and%20Equipment%20Purchases%20-%20Revised%203-16-22.pdf">https://sfmohcd.org/sites/default/files/Documents/MOCD/Community%20Development%20Forms%20%26%20Documents/Form%20H%20-%20Subcontracts%20and%20Equipment%20Purchases%20-%20Revised%203-16-22.pdf</a>
33	I'm sorry, I missed answer to funding capital projects that enhance capacity. For example, upgrading a computer lab.	This RFP will not support capacity building for capital projects.
34	Can a subcontractor apply directly if they were contracted by an org that received funding in 2021-22 for the AASC grant, but that org is not applying for 2023 RFP?	A subcontractor is eligible to apply if they can meet City requirements listed in the RFP to enter into contract directly with the City.
35	Budget question: is Other Secured Funding required for a new capacity building project to qualify?	It is not a requirement but if your Capacity Building project is not fully funded by our award then you will need to identify how you fill the gap.
36	Our 501(c)3 agency is a sister agency to a 501(c)6. Between the two of our agencies, we share several back-office expenses, like Finance functions. If we were to apply for funding support to upgrade our financial management system, should we request support for the entire cost or the cost pro rated to the 501(c)3?	From the information provided, it looks like the support is pro rated. However, if the 501(c)6 is also a current grantee of MOHCD, then it is reasonable to request support for both.
37	What if you submit proposal and then after the 3 days there is no record on your end that proposal was submitted, will that organization be able to show proof that they did submit proposal and then can resubmit?	We will work to ensure that any submitted proposal will be accepted and included as long as it is submitted by our deadline even if we have to work to find it.
38	For fiscally sponsored orgs, should the Board of Directors list be of the fiscally sponsored org or the sponsoring org? Or should we include two Board lists?	We are entering into contract with the fiscal sponsor, but submitting both is always helpful so we have a chance to get to know your agency as well as the fiscal sponsor.
39	Can a fiscal sponsor, MOHCD grantee org apply for a non-profit that is not MOHCD grantee?	For General Capacity Building, only current MOHCD grantees including those organizations that are fiscally sponsored are eligible. Proposals from non-MOHCD grantees will be considered ineligible and will not be considered. This is the case even if the projects are fiscally sponsored by a current MOHCD grantee.
40	Will grants only be considered for the whole requested amount, or will a reduced cost be considered to ensure more organizations are funded?	MOHCD will not know until we review all proposals.
41	Could you clarify if the eligible applicants are the current General Capacity Building grantees or current grantees of any MOHCD programs?	General capacity building is open to current MOHCD grantees
42	Wah Mei School is interested in submitting a proposal for the Organizational Capacity Building RFP FY 2022-23 (#2022-02c). Would you please confirm if a new website (Web Strategy, Design, Development) that integrates enrollment capability would be an eligible project for this RFP?	This project would qualify as an organizational capacity building project for Wah Mei School as student enrollment is a crucial part of the organization's work to fiscal sponsor and co-collaborate in projects funded by MOHCD.
43	Specifically, we would like to clarify the second eligibility criterion for Category B (page 5 of the RFP, last paragraph, #2). Our proposed service participants are organizational staff. •Does the proposed service participant population refer to our staff or the community members whom our staff serve?	The participant population refers to the organization's overall program participation.

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44	Our organization has received both General and AA Community Stabilization Capacity Building grants in the past. Are we able to apply for both during this round of funding for two new projects or should we select only one of the grant opportunities?	Please choose one.
45	<p>The Justice &amp; Diversity Center is a 501(c)3 organization that shares back-office functions with the Bar Association of San Francisco, a 501(c)6. We are separate legal entities. The financial management system that both organizations use is out of date and we would like to upgrade it to improve our capacity to manage grants, donations, and expenses.</p> <p>I know that the RFP limits eligible applicants to 501(c)3's; however, MOHCD has three current active contracts with the Bar Association of SF, despite it being a 501(c)6.</p> <p>So, with that context, my questions are:</p> <ul style="list-style-type: none"> <li>•Would MOHCD make an exception to its 501(c)3 eligibility requirement in this case and allow the Bar Association of SF to receive capacity building funding, given that MOHCD has already made such an exception on three other contracts?</li> <li>•If so, should we have the Justice &amp; Diversity Center apply as the lead, with the Bar Association of SF as a subcontractor?</li> </ul>	Both organizations are grantees to MOHCD and should be able to apply for the capacity building RFP.
46	We've received notice of the new funding opportunity for Organizational Capacity Building. When reading through the RFP it stated, "MOHCD is also prioritizing new grant proposals to support one-year capacity building projects with San Francisco-based nonprofit organizations that are existing MOHCD grantees." Mission Bit currently receives funding from OEWD. Would we still be eligible to apply? We've been looking for an opportunity like this for a while now and would love to hear if there is any ability for us to apply.	MOHCD's general organizational capacity building is open only to current MOHCD grantees.
47	Intersection for the Arts is an existing MOHCD grantee through an award for our fiscally sponsored member the American Indian Cultural Center (Community Building / Convening and Collaboration). I am writing to inquire about whether Intersection for the Arts and/or the American Indian Cultural Center would be eligible to apply for the General Capacity Building Grant for existing MOHCD grantees, although we are not a grantee through the General Capacity Building grant program specifically.	Current MOHCD grantees referenced in the RFP include those organizations that currently have MOHCD direct grants as well as those that are fiscally sponsored. The fiscal sponsored project, American Indian Cultural Center, is eligible to apply for capacity building as a current grantee through their fiscal sponsor, Intersection for the Arts. The fiscal sponsor who is not a direct grantee may apply for capacity building if the capacity building project directly relates to their role as a fiscal sponsor.
48	Are there character, word for questions within the 10 page limit for narrative responses? If so, where do they appear in the RFP?	There is no character or word limits to the narrative response aside from the page limit (up to 10 pages).
49	can you apply for fund, board, program, and leadership development within the same proposal? For instance, a phased proposal with Phase 1. Board development to stabilize and grow the board of directors, and Phase 3. program development and Phase 3. Strategic planning.	Your proposal should be based on what the needs of your organization are first and foremost. Given that your organization should describe a reasonable and attainable work plan for 1 year and how our available funds (up to \$75,000) help support the request. You may supplement our funding with other resources to cover all costs if needed. If that means a combination of several areas of work then it can be broader than 1 area.

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50	Can funds be used to support staff positions?	Yes, grant funds may be used to support staff positions to implement the proposed project.
51	St. Vincent de Paul Society SF is interested in applying for the current MOHCD Organizational Capacity Building grant and I would like to confirm that we are eligible due to our partnership on 1175 Howard Street and 860 Hayes Street.	Joint partnerships on homeownership agreements does not satisfy the requirement of a direct grantor-grantee relationship that we mandated in the RFP.
52	Due to unprecedented delays, we are unable to provide our most updated audited financials at the time of application. Our Finance and Compliance teams are working with Mission Economic Development Agency (MEDA)'s auditing firm to complete the process as quickly as possible. I have attached a signed letter from MEDA's Chief Financial Officer (CFO) here, which explains the reasons for our delayed audit in detail. Save for the audit, our application would be complete at the time of submission. Will MOHCD consider our application if we are missing 2021 audited financials provided we include our most recently completed financials from 2020 and a signed letter from our CFO?	You are welcome to submit a proposal; however, your organization must be able to meet the audit requirements before entering into a contract.